

FIRST 5 COMMISSION OF SAN DIEGO

May 5, 2003
2:00 p.m. – 4:00 p.m.
County Administration Center
1600 Pacific Highway, Room 302/303
San Diego, CA 92101

AGENDA

ITEM	SUBJECT	PRESENTER
1	Call to Order	Chairman Cox
2	Opportunity for Public Comments Items not on the Agenda – Limit two minutes per speaker (<i>Request to Speak</i> slips for this item or any other item on the agenda must be submitted to Commission staff prior to meeting being called to order).	Chairman Cox
3 Action	Approval of F5CSD Meeting Minutes – April 7, 2003 Supporting Document	Chairman Cox
4	Formation of the Consent Calendar	Executive Director Spiegel
5 Information	State/Staff Report Supporting Document Overview: The Statewide Conference of County Commissions was held in lieu of the April meetings of the First 5 Commission of California (FFCC) and the California Children and Families Association (CCAFA). The Conference, held from April 23 – 25, 2003, was in Orange County. This report includes a written summary of the Statewide Conference. This report also includes a staff summary of local activities relevant to the First 5 Commission of San Diego, including an update on School Readiness. A short video will also be shown highlighting local Civic Engagement activities featuring TPAC member Lorraine Puckett.	Executive Director Spiegel
6 Information	TPAC Report Supporting Document Overview: On April 21, 2003, the Technical and Professional Advisory Committee (TPAC) held its regular monthly meeting. A written summary of the meeting is attached for Commission information.	Commissioner Colling
7 Action	Allocation Plan for Fiscal Year 2003 – 04 Supporting Document Overview: On March 10, 2003 (Item 7), the Commission approved the Strategic Plan for 2003 through 2006. In order to operationalize the Strategic Plan, the Commission must approve Implementation and Allocation Plans. On April 7, 2003 (Item 8), the Commission approved the Implementation Plan for 2003 through 2006. The Implementation Plan included \$24.5 million to be allocated for Fiscal Year 2003 – 04. Attached for Commission approval is the Allocation Plan for Fiscal Year 2003 – 04. The Plan allocates \$24.5 million for contributions to community organizations and \$4 million for operating costs, including administration, evaluation, School Readiness and public education and information.	Executive Director Spiegel Denis McGee Commission Staff

	<p>Staff Recommendation: Approve the First 5 Commission of San Diego's Allocation Plan for Fiscal Year 2003 – 04.</p> <p>Fiscal Impact: None at this time. Approval of this request only defines the spending parameters for the Commission for Fiscal Year 2003 – 04. Authority to spend these funds is not obtained until the Commission approves the Fiscal Year 2003 - 04 Line Item Budget in June. Specific programs recommended by staff will be presented to the Commission in June for approval.</p>	
8 Action	<p>Planning and Coordination Studies – 2003 – 2006 Implementation Plan Supporting Document</p> <p>Overview: On April 7, 2003 (Item 8), the Commission approved the Implementation Plan for 2003-2006. Included in the Implementation Plan were strategies to support planning and coordination activities in three areas:</p> <ul style="list-style-type: none"> • Health • Pre-literacy, and • Behavioral health. <p>In recommending these strategies, the Strategic Planning Committee felt that it was important to allocate resources to collect existing data, conduct targeted needs assessments, produce an analysis of the data, generate new data and provide the Commission with recommendations for future funding, advocacy and collaboration strategies. All of the planning and coordination work will be conducted in the most cost-effective manner, using existing relevant data when available, Commission and TPAC input, targeted needs assessments and some coordinated planning.</p> <p>The Strategic Planning Committee met on April 10, 2003 to discuss the purpose and scope of work for each of these planning efforts. A matrix describing their recommendations is attached.</p> <p>Staff Recommendation: Direct the Executive Director to develop scopes of work for each of the three planning efforts and to return to the Commission in June for approval.</p> <p>Fiscal Impact: Up to \$275,000 from the Administration and Evaluation allocation in the Commission's Fiscal Year 2002 – 03 budget.</p>	<p>Executive Director Spiegel</p> <p>Kim Frink Commission Staff</p>
9 Action	<p>Sunset Review of Commission Policy Supporting Document</p> <p>Overview: On May 6, 2002 (Item No. 7), the Commission approved Commission Policy CFC-008 "Executive Director Signatory Authority." The policy was developed and approved to ensure that the Commission operates as an entity autonomous from the County of San Diego for the purposes of strategic planning and the allocation of revenue. The policy gives the Commission's Executive Director the authority to approve administrative expenses incurred in the day-to-day operations of the Commission. This policy is up for Sunset Review in May 2003. Staff review of the policy shows that it is consistent with the goals of the Commission and therefore recommends that the policy be extended until May 2005 for its next Sunset Review. Staff is also recommending that the policy be revised to allow the Executive Director to designate an assignee to sign in his or her absence. A copy of the revised policy is attached for Commissioner information.</p>	<p>Executive Director Spiegel</p>

	<p>Staff Recommendation: Approve the extension of Commission Policy CFC-008, "Executive Director Signatory Authority" until May 2005 for its next Sunset Review and change references in the Policy to the Children and Families Commission to First 5 Commission of San Diego.</p> <p>Fiscal Impact: None.</p>	
10 Action	<p>Grant Application Number 20055 Renewals Supporting Document</p> <p>Overview: On April 11, 2002 (Item 9) the Commission approved eight grant applications totaling \$2,662,675. The applications were in response to a Request for Grant Application released by the Commission for: 1) Developmental Assessments for Eighteen Month and Thirty-six Month Olds; 2) Developmental Treatment for Eighteen Month to Five Year Olds; 3) Physical Health Assessments for Eighteen Month and Thirty-six Month Olds; 4) Physical Health Treatment for Eighteen Month to Five Year Olds. The grants included a one-year option that staff is now recommending be exercised to continue these services for an additional year. Staff has completed site visits at all eight programs and found all eight are in compliance with program and reporting requirements and is recommending that grant extensions be executed with the eight grantees.</p> <p>Staff Recommendation: Authorize the Commission Executive Director to negotiate and execute one-year extensions at the first year funding level, plus a four percent cost-of-living adjustment based on personnel costs only, with the eight grantees.</p> <p>Fiscal Impact: Up to \$2,737,840 from the Strategic Community Investments allocation included in the Commission's Fiscal Year 2002 – 03 Allocation Plan.</p>	<p>Executive Director Spiegel</p> <p>Grace Young Commission Staff</p>
11 Action	<p>Grant Application Number 20133 Renewals Supporting Document</p> <p>Overview: On August 5, 2002 (Item 8), the Commission approved 41 grant applications totaling nearly \$15 million. The applications were in response to a Request for Grant Application released by the Commission to address at least one of the following strategies: 1) Developmental Assessments for Eighteen Month to Thirty-six Month Olds; 2) Developmental Treatment for Eighteen Month to Five Year Olds; 3) Physical Health Assessments for Zero (including prenatal) to Five Year Olds; 4) Physical Health Treatment for Zero (including prenatal) to Five Year Olds; and 5) Community-based Parent Education (for parents with children 0 – 5). The grants included an option to extend the grants for one year that staff is now recommending be exercised to continue these services for an additional year. Staff will complete site visits at all 41 programs to ensure compliance with program and reporting requirements prior to approving the grant extensions.</p> <p>Staff Recommendation: Authorize the Commission Executive Director to negotiate and execute one-year extensions at the first year funding level, plus a four percent cost-of-living adjustment based on personnel costs only, with the 41 grantees.</p> <p>Fiscal Impact: Up to \$15,116,925 from the Strategic Community Investments allocation included in the Commission's Fiscal Year 2002 – 03 Allocation Plan.</p>	<p>Executive Director Spiegel</p> <p>Grace Young Commission Staff</p>

<p>12 Action</p>	<p>Literacy Guide Printing Supporting Document</p> <p>Overview: On November 5, 2001 (Item #10), the Commission authorized the Executive Director to release a Request for Proposal (RFP) for the development of a literacy resource guide. The RFP was released in December 2001, and a contract was awarded to the Information and Referral Services division of the United Way, now known as Info Line of San Diego County. The English version of the Literacy Resource Guide, titled <u>Ready to Read San Diego</u>, is complete and ready for printing. The Spanish version is expected to be completed soon, and will be ready for printing at that time. Costs for printing include both the English and Spanish versions.</p> <p>Staff Recommendation: Authorize the expenditure of up to \$40,000 for printing 22,500 copies of the Commission's Literacy Resource Guide and promotional materials.</p> <p>Fiscal Impact: Up to \$40,000 in the Administration and Evaluation allocation in Commission's Fiscal Year 2002 – 03 budget. This cost will be absorbed in the budget line item for printing included in the Commission's Fiscal Year 2002 – 03 budget.</p>	<p>Executive Director Spiegel</p>
<p>13 Information</p>	<p>Commission Updates Supporting document</p> <p>Overview: Attached for Commission information are a status report of the results obtained from the Implementation and Allocation Plan for January 2001 through June 30, 2003, a calendar of community engagement activities for May and June and an updated summary listing of relevant bills introduced into the 2002 and 2003 legislative sessions, including bills signed by the Governor and Chaptered into law.</p> <p>Staff Recommendation: None. For information only.</p> <p>Fiscal Impact: None.</p>	<p>Executive Director Spiegel</p>
<p>14</p>	<p>Future Agenda Items</p> <ul style="list-style-type: none"> ➤ Sunset Review of Commission Policy CFC-003 "Grant Funding Process" ➤ Approval of Innovative Grant Funding Process Policy ➤ Fiscal Year 2003 – 04 Line Item Budget ➤ Contract Renewals for San Diego CARES and Kit for New Parents ➤ Americorps Program ➤ School Readiness Funding 	<p>Chairman Cox</p>
<p>15</p>	<p>Adjournment</p>	<p>Chairman Cox</p>

If you are planning to attend and need special accommodations, you must call Amie Meegan at (619) 230-6460 at least three days in advance of the meeting.

NEXT COMMISSION MEETING

June 2, 2003

2:00 p.m. to 4:00 p.m.

Public Comment on Specific Agenda Items is Taken Throughout the Meeting at the Conclusion of Each Agenda Item

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